

SHELTON STATE

COMMUNITY COLLEGE



FOR LBS 101 AND 102

REVISED EDITION 1995

LIBRARY GUIDE

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LBS-101C
PLU 044
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Introduction

This guide has been prepared by the Library Faculty of Shelton State Community College. It was designed to provide students with information needed to complete assignments in both LBS 101 (Introduction to Library Skills) and LBS 102 (Introduction to Research Skills). It focuses on the assignments that help students to develop and strengthen library and research skills.

The Library Guide for LBS 101 and 102 will also prove useful to students in American, English, and world literature classes as well as to students in speech classes. In fact, the information included in this guide will be helpful to any college student at Shelton State Community College, regardless of program or major.

The Library Guide for

LBS 101 and 102 was compiled and revised by Don C. Bell, Carol Bussey, Susan G. Cochrane, Deborah J. Grimes, Mary Schellhammer, Michele Shivers, and Lis Turner. Its layout, typesetting, and illustrations were developed by the College's Commercial Art Department. Cover artwork and the SHELBY logo were created by Ken Roach. The work of Commercial Art Instructor Angela LaPorte and Technical Assistant Ken Roach are especially appreciated.

This is the third edition of the Library Guide.

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Shelton State Community College, Tuscaloosa, Alabama



Table of Contents

CHAPTER 1	SSCC Library Information and Policies	3
CHAPTER 2	Library Organization.....	6
CHAPTER 3	Using SHELBY:The Electronic Library Assistant ..	8
CHAPTER 4	Finding Current Information.....	13
CHAPTER 5	The Reference Collection	16
CHAPTER 6	The Research Process	21
	Choosing the Appropriate Topic	
	Four Steps to Effective Research	
	Analyzing Research Problems	
	Evaluating Resources	
CHAPTER 7	Locating Information About Literature...	25
	Ten Rules for Easier Literary Research	
	The Short Story	
	Poetry	
	Drama	
	The Gale Literary Criticism Series	
	The MLA Bibliography	
	Shakespeare	
	Long Fiction	
CHAPTER 8	Vocabulary for Information Literacy	41
CHAPTER 9	Annotated Bibliography of Library Resources .	44

Chapter 1: SSCC Library Information and Policies

Shelton State maintains two libraries which serve all students of the college, regardless of the program in which they are enrolled. The Main Library houses resources that are predominately academic. The Fredd Campus Library, located on the C.A. Fredd Campus, houses resources that are predominately vocational/technical in nature, related to specific programs housed at that campus. In addition, a number of career materials are housed in the Fredd Campus Library. Basic reference sources are available at both sites.

Library Hours

Main Campus Library

Monday-Thursday
7:30 A.M.-10:00 P.M.
Friday
7:30 A.M.-5:00 P.M.

Fredd Campus Library*

Monday-Friday
8:00 A.M.-11:00 am
12:00 P.M.-5:00 P.M.

*Note: Because of the smaller staff assigned to the Fredd Campus, hours may vary. Changes will

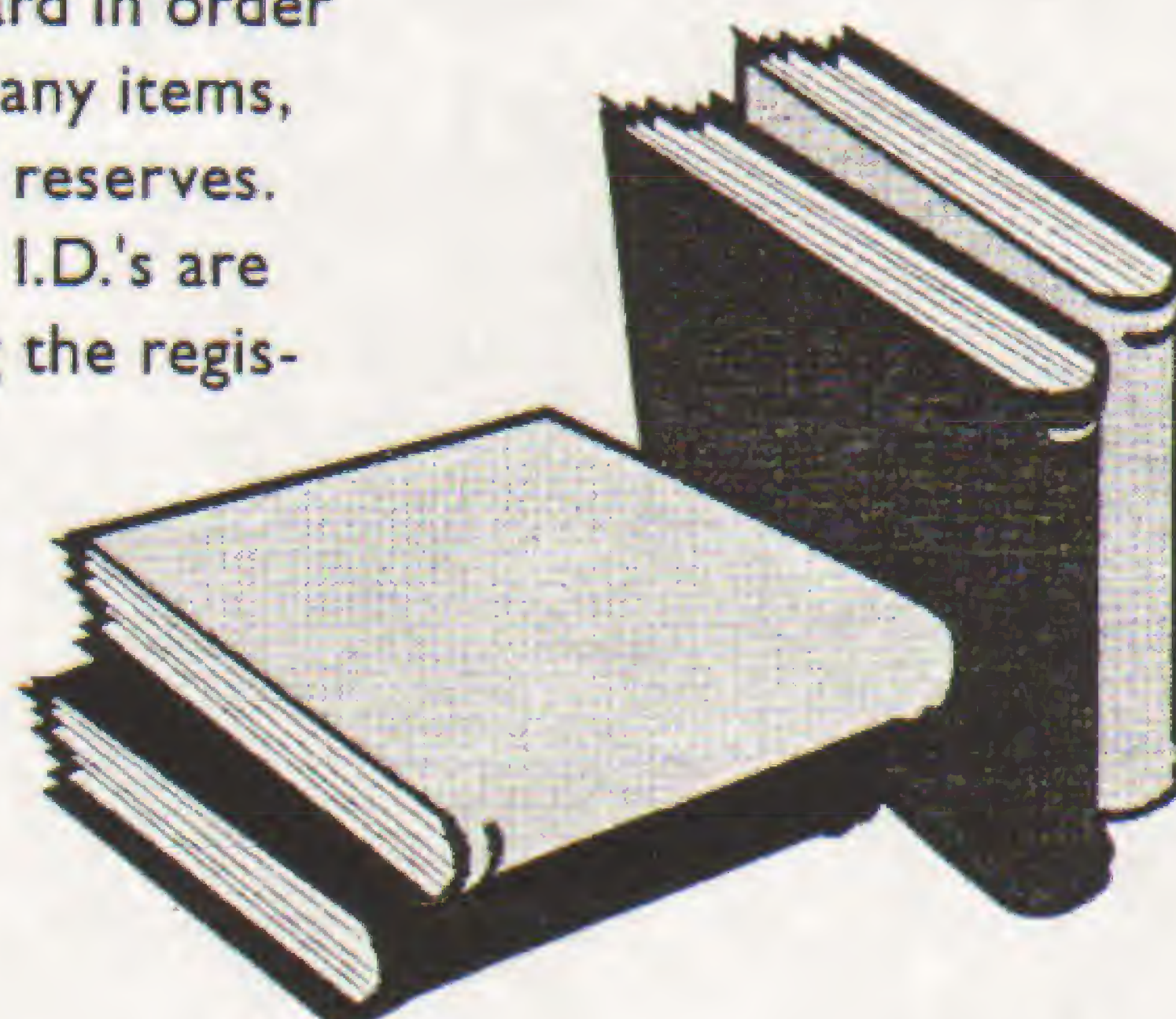
be posted when necessary to alert library users.

Saturday hours are available at either site upon request by a group of students or class. Requests should be made to the Director of Library Services.

When classes are not in session between semesters or during holidays, library hours on both campuses are 8:00 A.M. until 3:00 P.M. The Library is not open when the College is closed (as for holidays). Changes in hours are posted in each library as appropriate.

Library Cards and User Barcodes

Each library user is required to show a current Shelton State I.D. or Library Card in order to check out any items, circulating or reserves. Shelton State I.D.'s are made during the registration process through the office of the Dean of Students



and Library Cards are available at the circulation desk on each campus. A library barcode will be affixed to one or the other, although the College prefers to use the student I.D.

Circulation

While some materials carry certain circulation restrictions, most materials on both campuses may be checked out as follows:

Books	3 weeks
Audiotapes and Records	24 hours
Vertical File Materials	1 week

Magazines, reference books, videotapes, and other audiovisual items cannot be checked out or removed from the Library by individual students.

Overdue Fines

Overdue fines are charged at a rate of 10 cents per day on all items EXCEPT reserves. Items borrowed from reserves are charged at the rate of 50 cents PER

hour (or fraction of hour over 15 minutes). Unpaid fines are considered debts to the College and must be cleared before a student can register for classes, have transcripts sent, or graduate. Fines are charged to encourage library users to return items in a timely manner so that they will be available for other users.

Lost or Damaged Books

Library materials that are lost or damaged must be replaced by the individual who originally borrowed them, as indicated by the barcode checkout. A \$10 processing fee is charged for each lost/damaged item IN ADDITION TO the replacement cost, which is determined by the original price indicated on the library shelflist (inventory). When original prices are not available, the replacement cost is based on current pricing in Books In Print; a minimum replacement cost for items no longer in print is \$35.00, including processing fee.

Photocopy Services

A coin-operated copier is located in the library on each campus. Change is not provided in the libraries, so users must come prepared with appropriate coins or bills. Copy machines are managed as an auxiliary service of the College and are subject to the charges determined by the Business Office. EACH INDIVIDUAL WHO USES PHOTOCOPY SERVICES IS RESPONSIBLE FOR USE WITHIN COPYRIGHT GUIDELINES AND LIMITATIONS.

Reserves

Sometimes a Shelton State instructor will place certain materials on RESERVE at the circulation desk at one of the libraries. Reserve materials may include books, periodicals, articles, maps, mineral samples, special keys, and other items.

"Reserve" means that there are a limited number of copies available for a large number of potential users; it also means that the length of time the item(s) can be borrowed is limited.

Most items are placed on **ONE HOUR ROOM RESERVE**, which means they may be used for one hour within the library and they cannot be removed from the library. The circulation period is renewable if a hold has not been placed on the item(s).

Students may ask for reserve items at the circulation desk on the campus at which the class is offered. Most items are filed by the instructor's name; all reserves are listed in

SHELBY (Shelton's Electronic Library Assistant) and may be located through the main search menu.

See "Fines" section above for information regarding reserve materials.

Special Collections

The **VERTICAL FILE** is a collection of pamphlets, reports, bulletins, government documents, clippings, and brochures

on topics of current interest. These items are listed by author, title, and subject in **SHELBY** along with books and audiovisual materials. All items are barcoded and up to 5 items may be checked out for a period of one week with your ID or library card.

The **LON ALEXANDER MEMORIAL COLLECTION OF SHELTON STATE COMMUNITY COLLEGE EMPLOYEE PUBLICATIONS** is a small collection of publications



written or produced by College employees. It is housed in a special bookcase in the Main Campus Library. Items are for room use only and may not be checked out.

A collection of hardcover, currently popular **BESTSELLERS** is available at each campus library. Multiple copies of some titles are usually available. This is a leased collection that changes monthly as new titles are added and older titles are retired. A complete listing of books in this collection is included in **SHELBY** and may be located by selecting "Reading Lists" on the main menu. **BESTSELLERS** are checked out like all other books.

Other Libraries Available to Shelton State Students

The University of Alabama Libraries and Stillman College Library are available to all Shelton State students upon presentation of a current I.D. or library card. Shelton State students, however, are subject to all rules and fines imposed by these libraries. For example, University Libraries charge a 25 cents per day overdue fine for each item. Students who accrue fines at UA Libraries or Stillman College Library are subject to the same restrictions as those who accrue fines at the Shelton State libraries (see **FINES** above). All books borrowed at other libraries must be returned directly there by the student and cannot be left at the Shelton State library.

How to Make Requests for Library Purchases

Student suggestions and requests for additional library materials are welcome throughout the year. Anyone interested in making a request may do so through the following means:

1. Drop a note in the Library Suggestion Box on any campus; be sure to include as much information as possible to help the Librarians understand your request.
 2. Talk to a Librarian or member of the library staff. Tell him or her what your suggestion or request is.
 3. Ask an instructor to make the request for you.
- All library purchases are made in accordance with library selection criteria and policies, which are available upon request from the Director of Library Services.

Please remember...

Do not bring food or drink into either campus library. Tobacco in any form is not permitted under any circumstances. Please remember that libraries are places for study and research-not for social gatherings or loud conversation. Students who are not using the libraries for study or research will be asked to leave, if necessary, in order to reduce unnecessary noise and traffic for other students who are using the libraries.

And finally...

Remember that the Shelton State libraries are here for your use. You are strongly encouraged to ask for help if you need it. Please make suggestions for purchases if you have ideas or see gaps in the collections. Use the SUGGESTION BOX located in each library if YOU have problems, suggestions, questions, or other concerns you'd like to see considered or researched.



Chapter II: Library Organization

Books in the Shelton State libraries are arranged and cataloged according to the Library of Congress system of classification. A library classification system, such as this one, serves two purposes: first, it provides a unique "inventory" number for each book in the collection; secondly, it provides a means of grouping together books on the same subject.

In the Library of Congress system (LC), a call number, based on letters of the alphabet and numbers, is used to achieve these purposes. A typical call number in LC consists of three or four lines and is written as follows:

HQ
162S
.B4
1995

A general outline of LC, useful in browsing the shelves, is given on the next page. Copies of the LC schedules, or outlines, are posted in each campus library for your convenience.

PERIODICALS in the Shelton State libraries are arranged alphabetically by title, regardless of format (i.e., current, loose, bound, or microfilm). Further discussion of periodical resources at Shelton State is included in Chapter Four.

AUDIOVISUALS in the Shelton State libraries are housed in AV offices or in the vocational/technical shops to which they are assigned. AV materials are cataloged according to a local system based on medium (i.e., format) and number. On the next page is a list of abbreviations used in developing the call number for audiovisuals.

Audiovisual Abbreviations

- AP Art print
- AT Audiotape (no visuals)
- FL Film loop (8mm, no sound)
- FS Filmstrip (no sound)
- FSS Filmstrip with sound
- GA Game
- KT Kit (multiple pieces)
- CD Compact Disk
- MA Map
- MP Motion picture (16mm film)
- PR Phonorecording (record album)
- S Slides (no sound)
- SS Slides with sound
- TR Transparency
- VC Videocassette

For example, VC 100 is videocassette number 100.



LC Outline

- A General works (encyclopedias, indexes, directories, etc.)
- B Philosophy, religion, psychology
- C Auxiliary sciences of history (archaeology, biography)
- D History (general and Old World)
- E American history (general, North American Indians, colonial, civil war)
- F American history (local history, Canada, Mexico, South America)
- G Geography, anthropology, recreation, sports
- H Social sciences (sociology, business, economics, marriage, women)
- J Political science
- K Law
- L Education
- M Music
- N Fine arts
- P Language and literature
 - PR English literature
 - PS American literature
 - PZ Fiction
- Q Science (math, astronomy, physics, chemistry, botany, biology)
- R Medicine (nursing)
- S Agriculture
- T Technology (engineering, photography, home economics)
- U Military science
- V Naval science
- Z Bibliography, library science

How to read Library of Congress Call Numbers

LC call numbers can be confusing since they frequently contain a letter or letters followed by whole numbers, and then a letter followed by decimal numbers. In reading a call number, begin at the top line and read from left to right; then proceed to the next line reading again from left to right as if reading a book.

Starting with the letter(s) at the top left of the call number, books are **ARRANGED ALPHABETICALLY**:

A	AC	AG	AZ	B	BC
---	----	----	----	---	----

Books having the same letter(s) on the top line are all shelved together by the number group that follows the letter(s). **THESE NUMBERS ARE ARRANGED NUMERICALLY, NOT DECIMALLY**:

F	F	F	F	F	F
1	21	75	101	200	2113

When both the letter(s) and the number group that follows are the same, then books are shelved **ALPHABETICALLY** by the next letter:

QM	QM	QM	QM	QM	QM
23	23	23	23	23	23
.A	.B	.C	.D	.E	.F

Books which are identical in first letter(s) in the number group that follows and in the second letter are then shelved by the next number group. **THESE NUMBERS ARE ARRANGED DECIMALLY, NOT NUMERICALLY**:

QM	QM	QM	QM	QM	QM
23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E995	.E9999

In many cases, a call number will have the fourth line which contains a letter and a number or numbers. **THE LETTER IN THIS LINE IS ARRANGED ALPHABETICALLY. WHILE NUMBERS ARE ARRANGED DECIMALLY**:

QM	QM	QM	QM	QM	QM
23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E995	.E9999
A25	C6	F88	F885	H92	K2

NOTE: The date of an edition frequently can be determined by its inclusion in the call number. However, the most accurate way of determining the edition date is to consult the information given in the preliminary pages of a particular volume.

Chapter III: Using SHELBY

The Electronic Library Assistant

Shelton's Electronic Library (SHELBY) is the electronic catalog that will lead you to the library's holdings--books, periodicals, and audiovisuals. Public Access terminals (PAC or OPAC, online public access) are available on both the Main and Fredd campuses. The Main Campus Library also has a PAC terminal equipped with large print and voice synthesis. Students who would like to use this terminal should ask for assistance at Circulation Desk.

Basic Searching on SHELBY

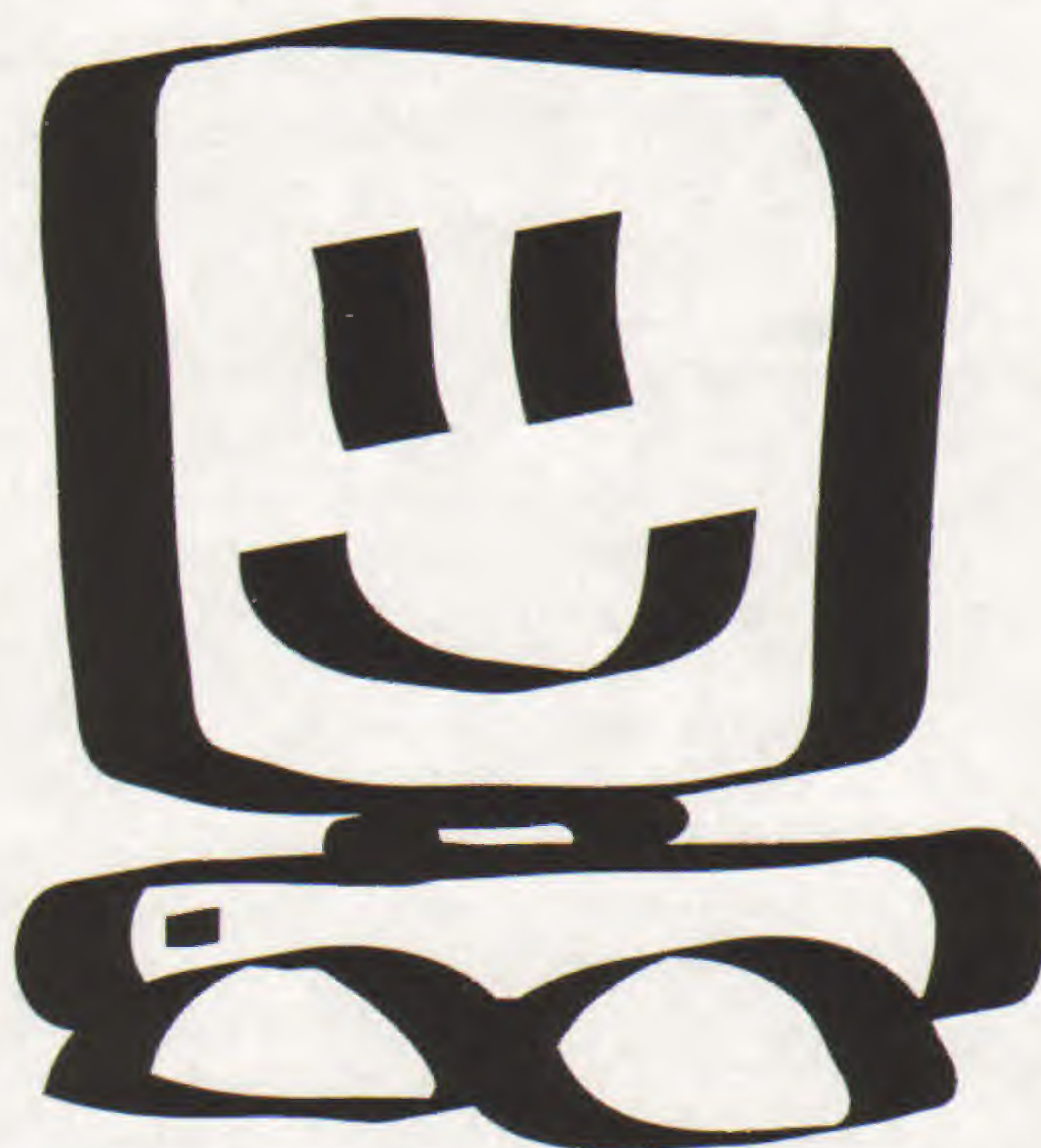
Let's look at the screen (next page) and then look at a few search possibilities. **NOTE** that you do not have to use capital letters when entering information for a search or to activate other features.

Each of the choices will be discussed below. To use SHELBY, always look at the COMMAND LINE

(highlighted) at the bottom of the screen. As you can see, you may enter a line number for a search selection or the commands "S," "BB," or "?".

The command "S" will allow you to toggle between the current screen and the shortcut screen. The shortcut

3



SHELBY

Shelton State Community College Library PUBLIC ACCESS

You can search by any of the methods listed here.
Enter the number of the search or function you want.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Subject KEYWORD Search
2. Title KEYWORD Search
3. EXACT Title Search
4. PERIODICAL Title Search
5. Author Search
6. Call Number Search
7. Barcode Search
8. Series Search
9. Library of Congress Subjects
10. Print Saved Bibliography | 11. RESERVES-Instructor Search
12. RESERVES-Course Search
13. RESERVES-Title KEYWORDS Search
14. Reading Lists
15. American Heritage Dictionary
16. Abbreviation Finder
17. Dictionary Word Search
18. Review Your Record
19. Quit Searching |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Enter your selection(s) and press <Return>:

Commands: S=Shortcut on, BB=Bulletin Board, ?= Help

screen displays abbreviations for advanced search techniques. For more information on this feature as well as other help information, enter "?" at the command line.

The command "BB" will take you to the SHELBY bulletin board. Library messages and/or greetings will appear here.

SHELBY PAC

Searches/

Features

Subject KEYWORD Search

This is probably the most commonly used

search tool. Using subject searches tells the computer to search all book records and list all books that mention your subject in their subject tracings (a list of subjects that pertain to a particular book). Remember to be creative in thinking up subject names. Should your subject be "anorexia," "eating disorders," "teen-age girls," "food--psychological aspects?" You cannot be sure what will work until you try.

Selecting number (1.) from the main menu allows you to search the subject fields of the book

records for any mention of your subject. You may want to find out more about fashion after reading the book you found under the title search. Simply type in "fashion" at the line that tells you to "Enter keyword(s) in the Subject" This will lead you to the various fashion subject categories and list the number of books held in each category.



TIMESAVER:

Multiple Word Searching. When conducting a keyword search, more

than one word can be entered at a time. This can help narrow down a search. The system will list all book records that mention the keywords you enter, even if they are not adjacent in the record

2. Title KEYWORD

Search

There is also the possibility of using "Title KEYWORD Search" to scan the computer's list of book titles. This can be helpful if you cannot quite remember the title of a book, but you know it had the word "money" in it. Or you want to find all of the books whose titles contain the word alcohol, alcoholic, or alcoholism. In this case, the use of the "?" will give you all of these. Simply type in the root word, followed by a question mark. In this example, you would enter "alcohol?" to get all the variations on that root word. Or, perhaps, you want to find books on "Pocahontas" and are not having luck with a subject search. By looking at a Title Keyword Search, you will find books with her name in the title.

3. EXACT Title Search

If you are looking for a specific book and know the title, you may select number 3. Here you can type in the title of the book. You needn't type in

the words A, An, or The if they come at the beginning of the title. Suppose you are looking for the book The Psychology of Fashion. You may, of course, type in the entire title, but typing in "psychology of f" would probably be enough to get you to a list containing your book title.

4. PERIODICAL Title

Search

You'll note that there is also a PERIODICAL Title Search. Choosing this option and typing in the title of a periodical (magazine, journal, or newspaper) will tell you whether the library carries that periodical. If the periodical is in the library, SHELBY will also tell you whether you will find the older copies on microfilm, in bound volumes, or loose on the shelves. Be sure to add the word "periodical" in parentheses to go directly to the entry for the specific periodical title. Example: Newsweek (periodical).

5. Author Search

If you are looking for books by a particular author, you can select number 5 and then type in the author's name--last name first. For example, if you wanted to know what books the library has by Eudora Welty you would

type in "welty eudora."

Notice you need not use capital letters or commas. In fact, you needn't even type in the entire name, just enough letters to get you where you need to be alphabetically. In this case, "welty e" would probably do the trick.

6. Call Number Search

If you know the call number, or at least part of it, you may choose search number from the main menu. You can enter all or part of the number. You need not use capital letters in your entry.

7. Barcode Search

You may search SHELBY by barcode number if you wish. The barcode number is printed on the barcode located on the upper left corner of each book cover.

8. Series Search

If you wish to locate one or more books that belong to a specific series (e.g., Scientific American Science Library, Twayne World Author Series, etc.), you may choose search number 8.

9. Library of Congress

Subjects

If you have trouble thinking up subject alternatives, you might want to look in the four volume set of Library of Congress Subject Headings located on the tables with the cluster of SHELBY moni-

tors. You may also choose number 9 on SHELBY's main menu for looking up "Library of Congress Subjects." It may be helpful to try these listings if your "Subject KEYWORD Search" is not yielding results.

10. Print Saved Bibliography

This is one of the advanced search features of SHELBY. It allows you to print a bibliography you have saved by the method indicated later in this chapter.

11-13. RESERVES Searches

Reserve materials are books, articles, old tests, worksheets, etc. that an instructor has placed behind the circulation desk. These materials may not be removed from the library, but can be checked out for one hour at a time and used in the library. You may choose one of the search choices from SHELBY's main menu to see what an instructor has under his/her name, what is listed under a particular course, or what is listed under a title.

14. Reading Lists

SHELBY includes lists of special collections and/or suggestions for reading in selected subject areas. To locate titles in the best seller collection, for

example, choose this feature from the main menu. You will then see a menu of the available reading lists.

15. American Heritage Dictionary

One of SHELBY's special features is its online American Heritage Dictionary, which will give you correct spellings, definitions, and origins of words.

16. Abbreviation Finder

Another special feature is the online abbreviation finder, which gives you correct abbreviations for thousands of words.

17. Dictionary Word Search

This is an unusual feature of SHELBY that will lead you to additional words whose online definitions include the word you enter at the command line. Experiment with this feature to determine its usefulness to you.

18. Review Your Record

Once you have the basics down, you can have fun playing with the more sophisticated aspects of SHELBY. The system allows you to "Review Your Record." Simply by entering your patron barcode you can check see to whether you have:

1. Items checked out

2. Blocks against your record
3. Holds on books you are waiting to read
4. Correct Patron Information (name, address, phone, etc.)

19. Quit Searching

Selecting number 19 will take you out of the SHELBY Public Access menu and to the "Welcome to SHELBY" message. Additional help information can be obtained by following directions printed in this message.

What Happens Next?

When conducting any of these searches, if there is only one item that matches your search criteria SHELBY will take you right to the record. If there is more than one item that matches, you will be taken to an intermediate screen that will tell you both the number of matches to your search and the number of titles per match. Eventually, by selecting the appropriate number(s), you will get to the record of the specific item.

Once you arrive at a record for a book, you will receive valuable information about that book. In addition to the basics, like author, title, publisher, and description, you will find a listing of "subjects." The list of subjects gives you the headings to use in order to locate additional books on your subject. If the book is checked in, the record will also give you the call number which will allow you to find the book on the shelf. Just above the call number, you'll find location information. This will tell you the campus where the book can be found. If it just says

"books," it means it is in the Main College Library. Locations for audiovisuals and periodicals will also be given.

Another bit of important information is the status of the book. If the book is checked in, the status line will say so. However, if the book is checked out, the top of the record will say: All copies in use See copy status.

Hitting <return> will allow you to access the call number, library location, and date the book is due back.

Other features you can use from the record screen are: Place a Hold, Sort List, Related Works, Review Search, and Save Bibliography.

Place a Hold

If a book is checked out, you may place a "hold" on it. That means that you will be notified once the book is returned and it will be held for you until you can come and pick it up. To do this, simply call up the record and enter "S" (for Select). You will be asked to enter your patron barcode. Once you have done that, you will have to decide whether you will accept the next available copy or only that particular copy of the book. After verifying that your address

information is correct, you are finished.

Sort List

Occasionally, when searching for a subject, you may get a long list of possibilities. The list will be presented in random order, but there is a feature that will help you make some sense out of it. By entering "SL" (Sort List) you will be given three options. You may sort by:

1. Title, Author, Publication Date
2. Author, Title, Publication Date
3. Publication Date, Title, Author

Selecting the feature that will help you most will allow you to look for the title or author more easily, or look through the newer material first.

Related Works

If you have conducted a search and have found a book that is just perfect for your research needs, you may be interested to know whether the library has any other books on that subject. By entering "RW" (Related Works) you can get a list of authors, subjects, and series that might be of interest to you.

Review Search

Selecting "RS" (Review Search) will lead you to a screen that will tell

you exactly what you have done since you first sat down in front of the SHELBY screen. It can be helpful if you are doing some extensive searching and become confused as to what you have and haven't already done.

Save Bibliography

SHELBY has a method whereby you can look through a large number of book records and then save those in which you are interested through the use of "SB" (Save Bibliography). The steps to accomplish this are simple.

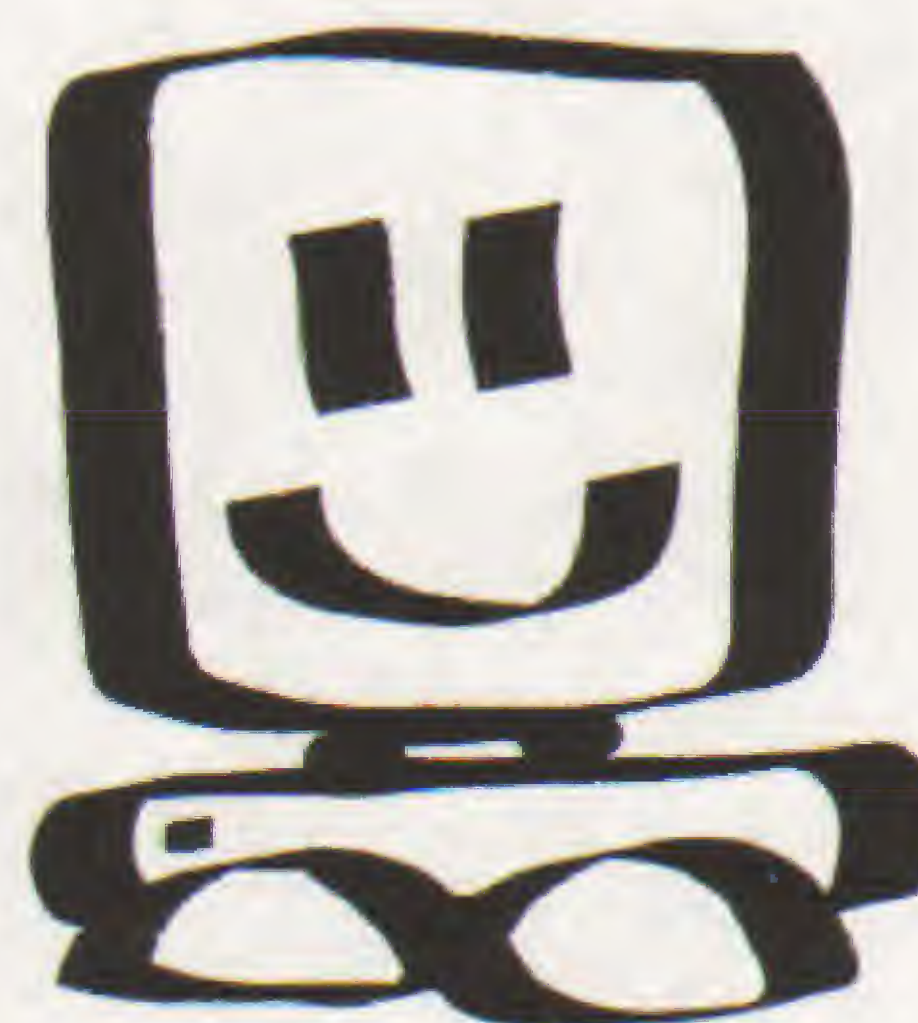
1. Search the catalog from the main menu.
2. When you locate a title you wish to add to your bibliography, enter "SB" at the prompt. (continued)
3. You will get a "Select an Option" window. Choose #2 (New List) for the first item in your bibliography.
4. Record the bibliography number that flashes. Note the reminder that this bibliography is saved for 14 days and that up to 30 items can be included. Note: this is the ONLY time you will see this number, so be sure to write it down!

Continue searching by hitting <return>.

5. The next time you choose a title, enter "SB" and select #3 (Add to list) to add to your bibliography. Enter the bibliography number from your first selection that you have written down.
6. If you would like to have a copy of your bibliography, return to the main search menu and select "Print Saved Bibliography."
7. You will be given the option to either print or format. By choosing the format option, you can customize your bibliography. Author, title, and call number are automatically given. However, you may add publisher, notes, and publication date. You may delete information that you do not want and, by using the "move" option, arrange the order that the individual book records will be delivered to you. Finally, you may use the "sort" option to determine priorities for the arrangement of the bibliography (alphabetical by author or title, most recent publication date to oldest, etc.).



Remember, the best way to become proficient on SHELBY is simply to practice. Don't be afraid to experiment. In general, SHELBY will hold your hand as you browse through the screens and you can usually enter a question mark (?) to get to a help screen. You can always ask for help from one of the librarians if things get too confusing, but before you know it you'll be a SHELBY expert!



Chapter IV: Finding Current Information: Periodicals

Although books provide a great deal of information, periodicals and newspapers usually provide more up-to-date and current information. Periodicals are excellent sources of factual, "newsy," and statistical information important in many classroom assignments. A periodical is, quite simply, anything that is published at certain "periods" or in intervals. At Shelton State, periodicals include magazines, journals, and newspapers.

Shelton State carries over 350 current periodical subscriptions and maintains back issues ("backfiles") for most titles. Backfiles are maintained in loose, bound (i.e. bound together in hard covers), and microform formats. Periodicals are arranged alphabetically by title, regardless of format. In the Main Campus Library, current issues are located by the circulation desk, while the back issues are located directly across from the circulation desk. On the Fredd Campus, periodicals are located on the shelves below the windows or are routed directly to a shop or classroom.

Newspapers at the Main Campus Library are stored only for one month in the Newspaper Section of the library. Earlier back issues are not maintained at Shelton State, except for the New York Times, which is maintained in microfilm. Back issues of newspapers are not kept at the Fredd Campus Library.



SAMPLE ENTRY IN SHELBY

Call Number	Periodicals Alphabetical by title
Dynix Bib	32843
Title	Newsweek (periodical)
Descript	Current Subscription
Notes	1. 1993-- 2. Microfilm: v. 55, 1960-- 3. Bound volumes: 1967-1971

The titles of all the periodicals at Shelton State are listed in "SHELBY," the online card catalog. To verify that we have a title, at the main menu choose to do a "title keyword search," "exact title search," or a "periodical title search."



TIME SAVER:

After entering the title of the periodical, add (periodical) to get directly to that entry.

If a subscription has been cancelled a message in the description field ("Descript") will say: "No longer current subscription." This means the periodical is still being published, but not purchased by Shelton State. If

the title of a periodical has changed, a message in the description field will read: "No longer current title" and a message in the "Notes" field will say: "Title changed to..." If a subscription is still being received, in whatever format, an open entry denotes this: "1993-."

Using Indexes to Locate Current Information

The most efficient and labor-saving means of locating current information is to use an INDEX. Using an index means that you don't look through all 350+ magazine titles and thousands of back issues one by one. Instead, use

an index to locate lists of articles on a specific subject.

The index familiar to most people is the Readers' Guide to Periodical Literature. It is a general, all-purpose index to "newsy," general periodicals like Time and Newsweek. Most indexes, however, are designed to lead you to information in specific subject areas. For example, Humanities Index leads you to magazine articles about subjects in the humanities; Biography Index leads you to biographical information.

Using specialized, subject indexes will help you to save time and gather information more efficiently. A listing of indexes is given below,

Indexes Available at Shelton State

- Biography Index (Index Table Ref. Z 5301 .B5 1970-)
- Congressional Quarterly (Index Table Ref JK 1 .C66 1974-)
- Cumulative Index to Nursing and Allied Health Literature (Index Table Ref Z 6675 .N7 C8 1961-1974, 1987-)
- Editorials on File (Index Table Ref D 839 .E8 1978-)
- Facts on File (Index Table Ref D 410 .F3 1970-)
- General Science Index (Index Table Ref Z 7401 .G46 1985-)
- Humanities Index (Index Table Ref AI 3 .H85 1974-)
- New York Times Index (Index Table Ref AI 21 .N44 1975-)
- Newsbank (Electronic Resources Area Ref AI 3 .N559 1984- (Also available in a full-text CD format, called CD Newsbank)
- Readers' Guide to Periodical Literature (Index Table Ref A 13 .R4 1955-)
- SIRS (Electronic Resources Area)
- Social Sciences Index (Index Table Ref AI 3 .S62 1974-)
- Vital Speeches of the Day (Index Table Ref PN 6121 .V52 vol 44-)

and descriptions of each are given in the back of your Library Guide.

Some indexes (and reference sources shelved with them) also include facts, news, and brief articles. With these sources, you have information at your fingertips. Examples of these "indexes" are Facts on File, Editorials on File, Newsbank, and SIRS.

Sample entries from news and periodical indexes are given below. Look over them so that you can become familiar with the kind of information you are given in each.

PLEASE REMEMBER that all indexes "explain themselves" to you by including instructions in the front pages of each volume. In addition, abbreviations that are used are also given, usually in the front of each volume.

From Editorials-on File

ACID Rain -- see ENVIRONMENT & Pollution

ENVIRONMENT & Pollution

EDB Use as grain pesticide barred -- 158-163

Canada scores US acid rain inaction, pledges unilateral effort--288-293

From Reader's Guide to Periodical Literature

Credit

See also

Agricultural credit

Collecting of accounts

Credit cards

Scared to apply for credit? How to psycho out the system.

B.G. Quint. il Glamour 81:184 F'86

Bankruptcy is featured topic at PCIS mini-credit seminar.

Publisher's Weekly 223:68-9 Mr 4 '86

Your credit rating: what they look for now. M.H. Farrell.

Good Housekeeping 196:221 F'86

From Magazine Articles Summary

GORBACHEV, Mikhail

*Man of the decade: Gorbachev: The unlikely patron of change

Examines Mikhail Sergeyevich Gorbachev, Soveiet leader and visionary, who has for the past four yeas presided over a blooless revolution, trying to tranform communism and yet have it remain communism. Potential for violence and /or disintegration; Perestroika; Reshaping the world.

By L. Morrow

(Time, 1/1/90, Vol. 15 Issue 1, 2c, p42, 4p)

From New York Times Index

SOUTH AFRICA, REPUBLIC OF. See also

Angola, Ja 5, 10, 13, 19, F 10

Freedom and Human Rights, F 8

Namibia

Tack and Field, F4

Human Rights Commission in South Africa, private monitoring group, reports Government restricted political activity of 32 organization in 1988 (S), Ja 4, 1, 5:1

Tufts University will divest itself of all its holdings in business operating in South Africa (S) F 26, 1 4:3

Electronic Resources

There are numerous computers, or CD work stations,



located in the Electronic Resources section of

the Main Campus Library. It is important to know what each computer indexes as well as how to use each.

The following databases are available at the Main Campus Library, produced by the same company, Newsbank:

1. The Newsbank Electronic Information System is a subject index to 500+ U.S. Newspapers. Selected articles date back to the early 1980's. This version of Newsbank makes articles available on microfiche.

2. Newsbank Reference Service Plus is the same database on CD-ROM (Compact Disc Read Only Memory—a way of storing large quantities of information on a computer). The CD-ROM's program allows the searcher to do keyword searching, rather than just using previously set subject headings. Many of the articles cited are available on microfiche.

3. CD Newsbank indexes articles from 100+ newspapers published since December, 1992. However, it also provides you with the option to print the entire (full-text) article from the same computer workstation. Also, since January, 1993, a selection of full-text

articles from Spanish language newspapers is also available.

Also available at the Main Campus Library is SIRS (Social Issues Resource Series), a computer database stored in CD format with over 5,000 newspaper and magazine articles and government documents. Each article is accessible by a variety of search methods, with "keyword" searching as the recommended method for most users. This database is an excellent source for social, science, and international issues. Full-text articles can be read onscreen, printed, or downloaded onto a formatted diskette. Instructions are posted on the wall and are also available onscreen.

What is Keyword Searching?

Keyword searching is the use of important descriptive words to look for information in a computerized database, such as SHELBY, SIRS, or NewsBank. Instead of using formal subject headings chosen by someone else, keywords help you get straight to the topics as you understand them. Keyword searching is the most direct way to search any database.



WARNING: Keyword searching will also bring up entries that include the words in **any** section-author, title, text, publisher, place. For example, if you search by "university," you will also pull up articles that have "university" as a place of publication and not necessarily subject.

What is Boolean Searching?

In elementary school math, you learned about sets and how to combine them. This is also known as Boolean algebra. In most computerized databases, you can use Boolean searching to limit or to increase the number of items you locate.

TO NARROW YOUR SEARCH, combine keywords by using **AND**. In some databases, you may also use **NOT**.

TO EXPAND YOUR SEARCH, combine keywords by using **OR**. See examples. Electronic databases will have 'help' screens or keys that offer search tips.

If you use AIDS	alone as a keyword, you may get 400 entries from which to select.
If you use AIDS AND CHILDREN	you LIMIT your search to fewer entries, in which the words AIDS and CHILDREN both appear.
If you use AIDS NOT CHILDREN	you LIMIT your search to fewer entries, in which the word CHILDREN does not appear (i.e., you will not locate entries that address the problem of children with AIDS).
If you use AIDS OR HIV	you EXPAND your search to more entries in which <u>either</u> the word AIDS or the word HIV appears.

Finding Information for the Persuasive/Current Issues Paper or Speech

To locate ideas for persuasive writing, look through volumes of the Opposing Viewpoint series. These reference books can be found by doing a title keyword search for "opposing viewpoints." Hundreds of current interest topics are provided, offering both pro and con viewpoints. These may not be checked out, but useful pages may be photocopied.

Look also in Public Affairs Pamphlets (a series of small paperback pamphlets located at the end of the indexes. These brief publications provide basic information on a variety of current interest topics.

Finally, one of the periodical indexes, CD Newsbank, publishes lists of "Hot Topics." These are posted by the CD workstations.

Locating Sources not Available at Shelton State

After using a periodical index, like, Readers' Guide, you need to search on SHELBY to see if we have subscriptions to the periodicals cited. If the periodicals are unavailable here, the next step would be to find out where they are available. Alicat is a CD-ROM catalog of books and periodicals owned by selected libraries across the state, including the University of Alabama and Tuscaloosa public Library. It does not include circulation information, so the book may be checked out. The Alicat computer is located in the Electronic Resource Area. Directions for its use are posted near it.

Sample Entries from News & Periodical Indexes

1. From Editorials-on-File

FBI-See FEDERAL Bureau of Investigation
FEDERAL Bureau of Investigation (FBI)
Boston-area abortion clinic killings 36-45

2. From Readers' Guide to Periodical Literature

LEARNING DISABILITIES

See also

Attention deficit disorders

ATTENTION DEFICIT DISORDERS

Attention! A.D.D. not just for kids anymore. L. Letich. il. Utne Reader p46-8 S/O '94

Attention headache. T. Gower. il Men's Health v9 p54+ S '94

Overreacting to attention deficit disorder. R. E. Vatz and L. S. Weinberg. USA Today (Periodical) v123 p84-5 Ja '95

3. From New York Times Index

SIMPSON, O.J. See also Murders and Attempted Murders-Simpson Murder Case
MURDERS AND ATTEMPTED MURDERS.

Simpson Murder Case Robert L. Shapiro, leader of defense team for O J Simpson, who is accuses of murdering his ex-wife Nicole Brown Simpson, and her friend, Ronald Goldman, denies he has been demoted by his client or displaced by Co-counsel Johnnie Cochran (M), Ja 4,A,12:3



Chapter V: The Reference Collection



Most libraries maintain a separate collection of reference materials. These materials are separated from circulating books (i.e., those that can be checked out) and usually cannot be checked out. The call numbers for such materials will begin with the designation "REF" in most libraries. SHELBY will also indicate "Reference" onscreen.

A REFERENCE BOOK is one that has been planned and written to be consulted for items of information rather than to be read throughout. It is organized for quick and easy use, either in alphabetical or chronological arrangement or by the use of detailed indexes. Always consult the front of a reference book for instructions on use or refer to the index. Indexes in books are usually found in the back of the book; sometimes a separate index volume is provided for multi-volume reference sets.

At Shelton State, reference books on each campus are shelved in a special reference section. Books in this section generally do not circulate; however, exceptions are sometimes made for special class presentations. See a librarian or library staff member if you would like to ask permission to use a reference book outside of the Library.

Some reference books, such as dictionaries, encyclopedias, or atlases, supply the needed information. Others, like bibliographies or periodical indexes, simply lead you to additional information. That is, they give you references to other books or magazines that have the information you're seeking.

Additional reference books include yearbooks, handbooks, almanacs, directories, atlases, gazetteers, and guides. Definitions and examples of each type are included in the Glossary at the end of your Library Guide.

A Reference Bibliography, representative of the types of dictionaries and encyclopedias available in the Shelton State Community College Library, follows.

REFERENCE BIBLIOGRAPHY

I. Dictionaries

A. Unabridged Dictionaries

Webster's Third New International Dictionary of the English Language
(Main Library/Ref. PE 1625 .W36 1969 and 1981-2 copies; dictionary stand)

B. Historical Dictionaries

Oxford English Dictionary-called the OED (Both campuses; Ref. PE 1625 .087 1989)

C. Desk/College Dictionaries

Webster's New Collegiate Dictionary (Ref. PE 1628 .W5638 1987; This and other collegiate dictionaries are available on both campuses. If not on the shelves, ask at the circulation desk on the Main Campus and check the dictionary stand on the Fredd Campus.)

D. Specialized Dictionaries

Etymology

Oxford Dictionary of English Etymology (Main Library/Ref. PE 1580 .M6)

Foreign Words/Phrases

Concise Dictionary of Foreign Expressions (Main Library/Ref. PE 1670 .P96 1982)

Rhyming

Rhyming Dictionary of the English Language (Main Library/Ref. PE 1519 .W3 1924)

Slang and Current Usage

Dictionary of Americanisms... (Main Library/Ref. PE 2835 .D5 1956)

Synonyms

The Doubleday Roget's Thesaurus in Dictionary Form (Main Library/Ref. PE 1591 .S5)

E. Subject Dictionaries

Civil War Dictionary (Main Library/Ref. E 468 .B7)

Dictionary of Geography (Main Library/Ref. G 103 .M65)

II. Encyclopedias

A. General

Encyclopedia Americana (Both campuses; Ref. AE 5 .E333 1983)

REFERENCE BIBLIOGRAPHY, CONT.

B. One-Volume

Encyclopedia of American Journalism (Main Library/Ref. PN 855 .P26 1983)

C. Subject

Encyclopedia of Chemistry (Main Library/Ref. QD5 .E38 1966)

Encyclopedia of World Art (Main Library/Ref. N31 .E4833)

McGraw-Hill Encyclopedia of Science and Technology (Both campuses; Ref. Q 121 .M3 1992)

Specialized Reference Tools

In addition to different kinds of general reference books, each subject area has reference tools of each type. For example, the field of literature has its own bibliographies (such as Bibliography of American Literature), its own dictionaries (such as Dictionary of Literary Terms), and its own handbooks (such as

Oxford Companion to English Literature).

To locate specialized reference tools, consult SHELBY under the subject field or browse through the reference section, looking for the LC numbers assigned to the subject you need.

Some reference tools, however, cross specific subject boundaries

and bring together information of a certain type. A number of reference books, for example, provide BIOGRAPHICAL INFORMATION about people from various backgrounds. A bibliography of biographical sources available at the Shelton State Community College Library, which illustrates specialized reference tools, follows.

BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES

I. General Biography

Biography Index (Main Library/Index Table Main Library/Ref. Z 5301 .B5)

Chambers Biographical Dictionary (Main Library/Ref. CT 103 .C4 1974)

The Continuum Dictionary of Women's Biography (Main Library/Ref. CT 3202 .C66 1989)

BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES, CONT.

Current Biography (Main Library/Ref. CT 100 .C8)

HELPFUL HINT: Be sure to locate the volume with the most inclusive indexes; this way you'll only have to look through one or two volumes instead of each volume for each year.

Dictionary of American Biography (Main Library/Ref. E 176 .D563)

The Dictionary of Biography (Main Library/Ref. CT 103 .R57 1975b)

Dictionary of National Biography (Main Library/Ref. DA 28 .D56)

HELPFUL HINT: Use this source for people of British origin.

Great Lives: American Series (Main Library/Ref. CT 214 .G74 1987)

Great Lives: Ancient & Medieval (Main Library/Ref. CT 113 .G74 1988)

Great Lives: British & Commonwealth (Main Library/Ref. CT 774 .G74 1987)

Great Lives: Renaissance to 1900 (Main Library/Ref. CT 104 .G68 1989)

Lifelines (Main Library/Ref. CT 104 .W45)

More Memorable Americans 1750-1980 (Main Library/Ref. CT 14 .D69 1985)

New York Times Great Lives of the Twentieth Century (Main Library/Ref. CT 120 .N46 1988)

The New York Times Index (Index Table Main Library/Ref. AI 21 .N44)

New York Times Obituaries Index (Index Table Main Library/Ref. CT 213 .N47)

Webster's American Biographies (Main Library/Ref. CT 213)

Who's Who in America (Main Library/Ref. E 176 .W642)

II. Biographies of Special Groups

American Jewish Biographies (Main Library/Ref. E 184 .J5 A38 1982)

The American Negro Reference Book (Main Library/Ref. E185 .D25)

The American Presidents: An Annotated Bibliography (Main Library/Ref. Z 1249 .P7 C63 1989)

BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES, CONT.

American Reformers (Main Library/Ref. CT 215 .A67 1985)

Congressional Quarterly's Guide to the Presidency (Main Library/Ref. JK 516 .C57 1989)

Contemporary Photographers (Main Library/Ref. TR 139 .C66 1982)

Encyclopedia of Black America (Main Library/Ref. E 185 .E55)

International Library of Afro-American Life and History (Main Library/Ref. E 185 .I58 1978X)

The International Dictionary of Women's Biography (Main Library/Ref. CT 3202 .I57 1982)

Nobel Laureates in Literature; A Biographical Dictionary (Main Library/Ref. PN 452 .N6 1990)

The Nobel Prize Annual 1989 (Main Library/Ref. AS 911 .N9 N584 1989)

The Nobel Prize Winners (Main Library/Ref. AS 911 .N9 N59 1987)

Notable American Women (Main Library/Ref. CT 3260 .N57)

Who's Who of American Women: The Modern Period (Main Library/Ref. CT 3260 .N573)

The Who's Who of Nobel Prize Winners (Main Library/Ref. AS 911 .N9 W53 1986)

Women of Achievement (Main Library/Ref. HQ 1123 .B38 1981)

III. Specialized Reference Works That Include Biographical Information

A. In the Humanities

American Women Writers (Main Library/Ref. PS 147 .A4)

American Writers (Main Library/Ref. PS 129 .A55)

Baker's Biographical Dictionary of Musicians (Main Library/Ref. ML 105 .B16 1978)

Brief Lives: A Biographical Companion to the Arts (Main Library/Ref. NX 90 .A73 1971)

British Writers (Main Library/Ref. PR 85 .B688)

Contemporary Architects (Main Library/Ref. NA 680 .C625)

BIBLIOGRAPHY OF BIOGRAPHICAL SOURCES, CONT.

Contemporary Artists (Main Library/Ref. NA 6490 .C6567)

Encyclopedia of World Art (Main Library/Ref. N 31 .E4833)

The Film Encyclopedia (Main Library/Ref. PN 1993.45 .K34 1979)

Humanities Index (Index Table Main Library/Ref. AI 3 .H85)

The Metropolitan Opera Encyclopedia (Main Library/Ref. ML 102.06 M47 1987)

The New Grove Dictionary of Music and Musicians (Main Library/Ref. ML 100 .N48)

Southern Writers: A Biographical Dictionary (Main Library/Ref. PS 261 .S59)

Who's Who of Jazz (Main Library/Ref. ML 106 .U3 C5 1972)

B. In Science and Technology

Cumulative Index to Nursing and Allied Health Literature (Index Table Main Library/Ref. 6675 .N7 C8)

Dictionary of Scientific Biography (Main Library/Ref. Q 141 .D5)

The Focal Encyclopedia of Photography (Main Library/Ref. TR 9 .F6 1965)

McGraw-Hill Encyclopedia of Science and Technology (Main Library/Ref. Q 121 .M3 1992)

Science: A New York Times Survey (Main Library/Ref. Q 171 .S3374)

C. In the Social Sciences

The Encyclopedia of American Crime (Main Library/Ref. HV 6789 .S54 1982)

The Encyclopedia of Education (Main Library/Ref. LB 15 .E47)

International Encyclopedia of the Social Sciences (Main Library/Ref. H 40 .A2 15)

The Oxford Companion to Sports and Games (Main Library/Ref. GV 207 .093)

Social Sciences Index (Index Table Main Library/Ref. AI 3 .S62)

BIOGRAPHICAL SOURCE BIBLIOGRAPHY, CONT.

- D. Oxford University Press publishes numerous "Oxford Companions" (like the one listed above under SOCIAL SCIENCES) which include biographical information for individuals in many fields. Perform a title search on SHELBY using "Oxford Companion to ..." for a complete listing.
- IV. Most Reference books contain a certain degree of biographical information. Be sure to browse the Reference section and look through these books in the subject field of the individual for whom you are seeking information.

6

Chapter VI: The Research Process

One of the most significant assignments you will receive in college is the research paper. The way you search for information will have a direct effect on the success of your efforts.

Choosing the Appropriate Topic

If possible, make your research assignment easier by choosing a topic that interests you. If your topic is assigned, read your syllabus carefully so that you understand the requirements given by your instructor. Be sure to work within the framework established by your instructor.

For a social issue or current interest topic

See CQ Researcher, Opposing Viewpoints, Editorials-On-File, current newspapers or magazines, radio or television programs for topic ideas.

For a literary topic

Look at favorite works of literature in your textbook; read sketches of authors in one of the Critical Survey series; see literary journal articles for ideas.

For a biographical topic

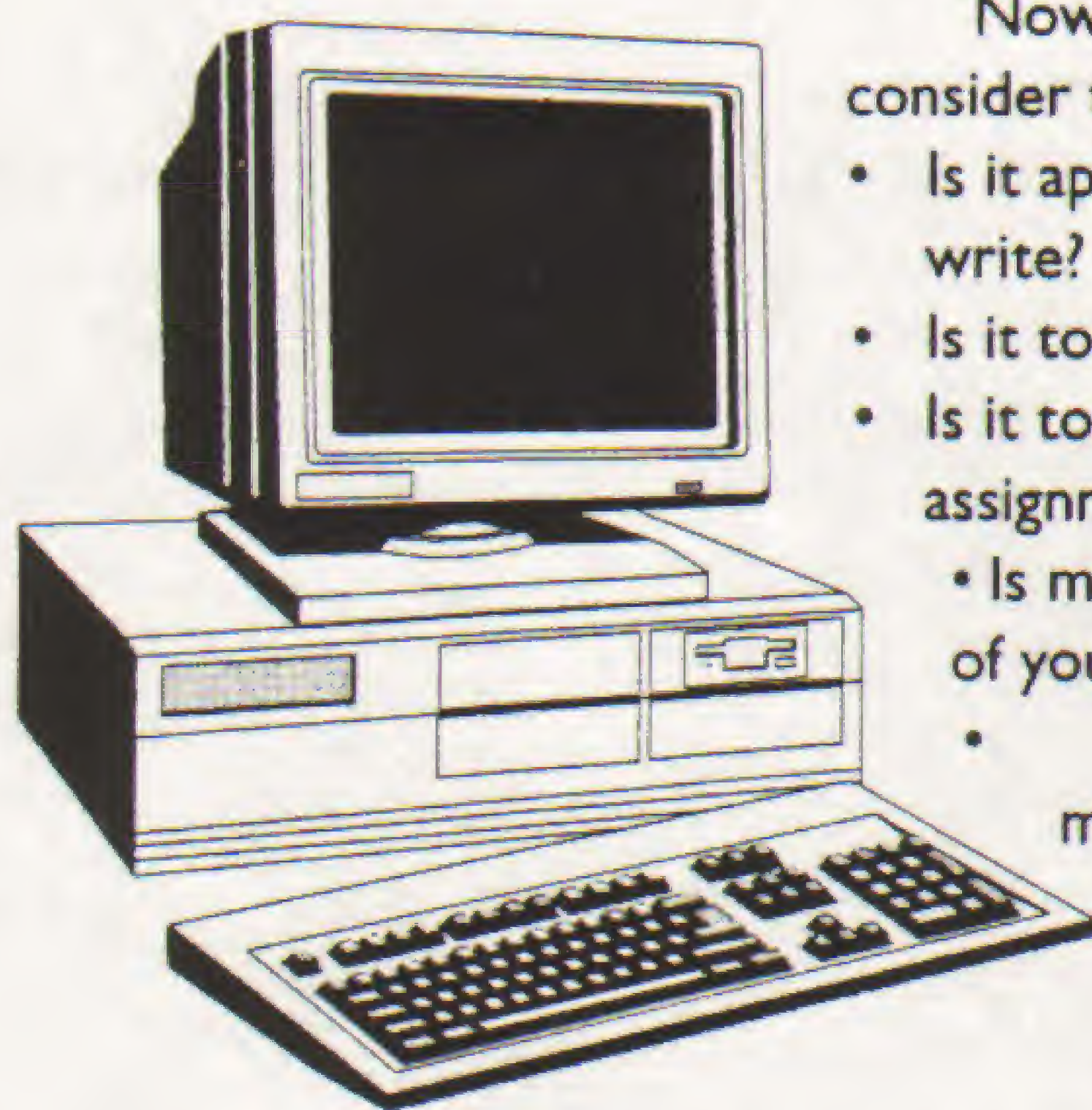
See Great Lives in History series, Current Biography, Newsmakers, current magazines or newspapers, radio or television programs for topic ideas.

Working With Your Topic

Now that you have a topic or idea in mind, consider the following questions:

- Is it appropriate for the length of paper you plan to write?
- Is it too broad to cover sufficiently in one paper?
- Is it too narrow to meet the requirements of your assignment?
- Is material available that meets the requirements of your assignment?
- Can you easily identify subheadings for major sections of your paper?

Topics that are too broad are difficult to handle. Doing research is even harder because you find too much information in



too many sources. Once you have a general topic, consider how you will break it down into sub-topics for easy management. If you have too many subtopics or if they are only loosely connected, perhaps your topic is too broad for a research paper.

Examples of Topics That Are Too Broad:

- Abortion
- AIDS

- The Environment
- Drug Abuse
- Violence

Topics that are too narrow or too specific are also difficult to handle. You will not be able to find as many sources as required or you will have to really dig to locate any information at all. This is especially true of local issues and obscure subjects. However, if you really like the

topic and are willing to work harder to locate information, stick with it. You'll probably do a good job even if it's harder work.

Examples of Topics That Are Too Narrow:

- Local Mayor's Election
- History of the Old Tavern
- Nutritional Values of Garlic

Four Steps to Effective Research ¹

1. State the information needed.

Clearly identify the information you want to find. Be able to state it clearly when you ask for assistance.

2. Identify the terminology.

Decide on the main subject heading you expect to use to locate information in indexes, electronic databases, and reference works.

3. Identify alternate terminology.

If your first heading doesn't seem to yield the results you expected, consider narrower or broader topics.

You may use the Library of Congress Subject Headings (located beside the SHELBY terminals) to help identify alternate terminology. These abbreviations will help you.

UF (Used For) Indicates heading used in place of another

BT (Broader Topic) Indicates broader, more general heading

RT (Related Topic) Indicates a topic you may also wish to use

NT (Narrower Topic) Indicates a more specific treatment

4. Formulate a search strategy.

Once you have considered steps 1-3, determine where you will look for information (which libraries, which resources, etc.) and plan your search.

Believe it or not, this step will save you a great deal of time later!

¹Derived from "The Impact of Electronic Tools on the Four Step Approach to Library Research," by Stephen C. Weiss (Research Strategies 12:1994), p. 243. and The Sawy Student's Guide to Library Research, by Judith M. Pask and Roberta J. Kovac (West Lafayette, IN: Purdue, 1990), pp. 58-65.

Analyzing Research Problems ²

Focus on the Problem

1. Survey the topic. Read an overview of your topic in a periodical, encyclopedia, or subject dictionary. Become comfortable with the topic and its vocabulary.
2. Determine simple subtopics. Try to examine your topic from a variety of angles. Consider ways to break the information into manageable parts. Look at alternative ways to present the information.
3. Determine appropriate formats of primary and secondary materials. Consider the types of materials you will need (books, magazines, audiovisuals, newspapers, etc.). Primary sources are those closer in time to the actual event or creative act (eye witness accounts, library texts, personal papers, etc.). Secondary sources are those that are further removed from the event or act (critiques, histories, editorials, etc.)

Focus on the Student

4. Estimate the quantity of materials needed. Consider the number of sources you will need to complete the assignment. Be sure to cover the topic adequately.
5. Estimate the quality of materials needed. All materials are not equal. Decide if a popular or a more scholarly approach is needed. Check the publication date, the credentials of the author, and other indicators of quality.
6. Budget the time available to do the research.. Know when the paper is due and plan your time accordingly. Don't try to rush research--the results are never good and can cause you to spend more time than necessary in the research stage.



Planning your research strategy ahead of time will surely save you valuable time and decrease the effort you spend locating information.

²Derived from Learning the Library: Concepts and Methods for Effective Instruction by Anne Beaubien, Sharon A. Hogan, and Mary W. George (New York: Bowker, 1982), pp. 75-88, and "Discovering the Library," Part 23, The Write Course: An Introduction to College Composition (Dallas, TX: Dallas County Community College District, 1984).

Evaluating Resources ³

Checking out lots of books on a research topic or photocopying a stack of magazine articles will not save time or ensure that you have the research information you need to write a paper. This is merely assembling materials, including many that will not be useful to you at all.

Spend your time wisely; consider the following:

Reliability: Reliable sources will have accurate facts presented clearly.

Credibility: Credible sources are produced by people with appropriate credentials (authorities in the field or people with experience). Reputation is another thing to consider. Authors, producers, periodicals, publishers--all have reputations for the type of information they produce.

Perspective: Sources are often influenced by the author's or producer's background (political, social, moral, religious, etc.). Some sources reflect very narrow perspectives on the topic. Be sure that you are aware of this and use the information accordingly. Emotional presentations are very rarely acceptable in research projects. Be aware of sources that promote emotional arguments: oversimplification, suppressed evidence, unproven information.

Date of Source: Some information is valuable regardless of its date. Consider whether this is important for your topic.

Place of Publication: Make sure that the information is relevant to your assignment. Sources often reflect the point of view or experiences of the country in which they are published or produced.

³Derived from "Merging Critical Thinking and the Electronic Library: A Visionary Perspective of SuperPAC," by Trudi Jacobson and Lynne M. Martin (Research Strategies 11: 1993), p. 139, and MLA Handbook for Writers of Research Papers, by Joseph Gibaldi and Walter Achttert (Chicago: University of Chicago Press, 1982); and Richard D. Altick, Preface to Critical Reading (New York: Holt, Rinehard and Winston, 1969), pp. 296-310.

Useful References

Adelstein, Michael E. and Jean G. Pival. The Writing Commitment. 5th. ed. NY: Harcourt, 1993 (Desk reference, also used as ENG 101/102 textbook).

Gibaldi, Joseph and Walter Achtert. MLA Handbook for Writers of Research Papers. 4th ed. NY: MLA, 1995 (Desk reference; also available for purchase in College Book Store).

How to Survive in School: Special Problems in Library Research. 3 parts; 22 min. ea. 80 color slides with audiocassette (SS-44; ask in AV Office/Main Library).

How to Survive in School: Using Library Resources and Reference Materials. 3 parts; 22 min. ea. 80 color slides with audiocassette ea. (SS-25; ask in AV Office/Main Library).

Lunsford, Andrea A. The St. Martin's Handbook. NY: St. Martin's Press, 1991 (Main Library/PE 1112 .L86 1989c).

Lutzer, Marilyn. Research Projects for College Students: What to Write Across the Curriculum. NY: Greenwood, 1988 (Main Library LB2369 .L83 1988).

Publication Manual of the American Psychological Association. 4th. ed. Washington, DC: APA, 1994 (Desk reference).

The Research Paper Made Easy: From Assignment to Completion. 3 parts; 20 min. ea. 80 color slides with audiocassette ea. (SS-36; ask in AV Office/Main Library)

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 5th. ed. Chicago: University of Chicago Press, 1987 (Desk reference).

The Write Course: An Introduction to College Composition. Pt. 12. "Discovering the Library/ Writing a Research Paper." 60 min. videocassette (VC-424, pt. 12; ask in AV Office/Main Library).

Additional Points to Ponder

- Mere summarization is not research.
- Research is a continuing process of evaluation.

Chapter VII: Locating Information about Literature

There are many different kinds of information about literature that can be found in the Main Campus Library.

You can find actual works of literature as well as criticism about those works. You can also find simple biographical information about authors as well as literary biographies that describe an author's literary work in the context of his actual life experiences.

The information that you can find about literature comes in several formats. Sometimes there are entire books about a subject; sometimes there are periodical articles. Other times you will find parts or chapters of books about a specific literary topic. There are numerous reference books available that provide information about literary topics or that offer a bibliography or listings of other sources that contain information.

Ten Rules for Easier Literary Research

1. Read the literary works before you start your research.
2. Know the author and titles of the literary works and how to spell them.
3. Find out your author's dates and nationality.
4. Know what type of literature you are researching (drama, poetry, short story, etc.).
5. Read the sections in your LIBRARY GUIDE that contain information on your type of literature.
6. Ask questions if you don't understand.
7. Look in SHELBY for books you can check out.
8. Look in the literary bibliographies in your LIBRARY GUIDE for sources in the Reference section.
9. Look for periodical indexes/bibliographies for articles in journals.
- 10 Ask for help when you need it!!!

The Short Story

To find books that contain short stories,

use the author search in SHELBY (author's last name, author's first name). If you don't know an author, use the subject heading "SHORT STORIES," "SHORT STORIES, AMERICAN" or "SHORT STORIES, ENGLISH." The heading SHORT STORIES is used for books that contain actual stories. Books about the theory and art of short story writing are found under the subject heading SHORT STORY.

To locate a specific short story by title,

consult Short Story Index (Index Table Ref. Z 5917 .S5 C6 1900-1992). This work is an index to short stories in collections and selected periodicals. It is published annually with five-year cumulations. The main section contains an alphabetical list by author, title, and subject, with the complete listing under the author's name.

To locate short stories that have appeared in magazines,

use Short Story Index for stories published 1974 to 1992. For stories published prior to 1974 and after 1992, use the Readers' Guide to Periodical Literature (Index Table Ref. A 13 .R4) and Humanities Index (Index Table Ref. A1 3 .H85). Remember that the complete listing will be under the author's name. If you know only the title, look up the title to find the author's name and then look up the author listing.

To locate reviews of short story criticism,

use the subject and title indexes in the back of Book Review Digest (Index Table Ref. Z 1219 .C96). Short stories for adults are arranged by subject under the heading "Short Stories."

To locate criticism and interpretation of short stories,

use SHELBY. Using the subject search, input your specific author's name--last name, first name--followed by the word "Criticism." This will lead you to books in the Main Library/Ref. Library that contain general criticism about the author and his works.

Additional criticism and interpretation

can be located in several reference books in the library. In fact, if you know where to look, you'll probably find far more information that you can possibly use. Consult the following bibliography for reference books that contain or lead you to criticism and background information about short stories. Annotations for each title are given in the General Bibliography at the back of this guide.

SHORT STORY BIBLIOGRAPHY

I. Selected Sources for Short Story Criticism

- American Writers (Main Library/Ref. PS 129 .A55)
- Black Literature Criticism (Main Library/Ref. PS 1531 .N5 B556)
- British Writers (Main Library/Ref. PR 85 .B688)
- Contemporary Authors (Main Library/Ref. Z 1224 .C59)
- Contemporary Literary Criticism (Main Library/Ref. PN 771 .C59)
- Critical Survey of Short Fiction (Main Library/Ref. PN 3321 .C7)
- Dictionary of Literary Biography (Main Library/Ref. PS 121 .D563)
- Magill's Literary Annual (Main Library/Ref. Z 1219 .M33)
- Masterplots (Main Library/Ref. PN 44 .M33 1976)
- Masterplots II: Short Story Series (Main Library/Ref. PN 3326 .M27 1986)
- Masterplots III: Women's Literature Series (Main Library/Ref. PN 471 .M37 1995)
- Nineteenth-Century Literary Criticism (Main Library/Ref. PN 761 .N5)
- Short Story Criticism (Main Library/Ref. PN 3321 .S5 1988)
- Survey of Contemporary Literature (Main Library/Ref. PN 44 .M34 1977)
- Twentieth-Century Literary Criticism (Main Library/Ref. PN 771 .T8)

II. Bibliographies (do not include criticism but lead you to criticism)

- American Short-Fiction Checklist (Main Library/Ref. Z 1231 .F4 W43)
- Magill's Bibliography of Literary Sources (Main Library/Ref. Z 6511 .M3)
- MLA International Bibliography (Index Table Main Library/Ref. Z 7006 .M64)
- Twentieth-Century Short Story Explication (Main Library/Ref. Z 5917 .S5 W33 1977) 3rd ed. - 1900-1975
 - Supplement One - 1976-1979
 - Supplement Two - 1979-1981
 - Supplement Three - 1981-1984
 - Supplement Four - 1984-1986
 - Supplement Five - 1986-1991

Twentieth-Century Short Story Explication: New Series (Main Library) 1989-1990

SHORT STORY BIBLIOGRAPHY, CONT.

Twentieth-Century Short Story Explication: New Series (Main Library) 1991-1993

III. Principal Indexes that Include Sources of Short Story Criticism

Essay and General Literature Index (Index Table Main Library/Ref. AI 3 .E 752)

Humanities Index (Index Table Main Library/Ref. AI 3 .H85)

IV. Additional Indexes for Sources of Short Story Criticism

Biography Index (Index Table Main Library/Ref. Z 5301 .B5)

New York Times Index (Index Table Main Library/Ref. AI 21 .N44)

Reader's Guide to Periodical Literature (Index Table Main Library/Ref. A 13 .R4)

V. In addition to those representative titles indicated above, other pertinent books classified by PN, PR, and PS may be found in the reference section.

Poetry

TO LOCATE BOOKS OF POETRY

in general, look in SHELBY under the poet's name as author. These books will contain the actual poetry but no criticism or analysis.

Related subject headings that may be useful are:

AMERICAN POETRY
ENGLISH POETRY
LOVE POETRY
CHILDREN'S POETRY
HAIKU
VERSE
CHRISTIAN POETRY

TO LOCATE SPECIFIC POEMS

when you know only the title or author or when you have a subject, consult an index to an anthology or collection of poems such as the following:

Chicorel Index to Poetry.
(Main Library/Ref. PN 1022 .C54 vol. 6)

NOTE: The complete reference to the location of the book of poems is given only under the book title entry.

Granger's Index to Poetry.
8th ed. (Main Library/Ref. PN 1022 .G7)

NOTE: The complete reference to the location of the poem is given in each entry; however, a title symbol, or abbreviation, is given. The key to title symbols is given in the front of the book.

TO LOCATE POEMS THAT HAVE APPEARED IN PERIODICALS,

look under the subject heading POEMS in one of the following indexes:

Humanities Index (Index Table Main Library/Ref. A1 3 .H85)

Readers' Guide to Periodical Literature (Index Table Main Library/Ref. A 13 .R4)

New York Times Index (Index Table Main Library/Ref. A1 21 .N44)

NOTE: In this index, look under POETS AND POETRY
Social Sciences Index (Index Table Main Library/Ref. A1 3 .S62)

In Humanities Index and the Reader's Guide, look up author entry for the complete location of the poem.

TO LOCATE POETRY CRITICISM,

look in SHELBY under the author's name using #1 (SUBJECT heading-Keyword) with the word CRITICISM (see example following). This will lead you to

About Poetry Explication...

To compare your own interpretation of a poem with those of others, you may wish to read background information about the poet, general criticism about the author and his work, plus detailed study or "explication" of particular poems.

The term explication generally refers to line-by-line analysis or explanation of a poem. Some books contain the term "explication" in their titles but they are not the only sources of explication. Don't confuse these books with the periodical, The Explicator, which prints poetry explications and indexes them in its summer issue.